

GCFV Guidelines for Virtual and In-Person FVIP Classes

During COVID-19

- 1) FVIP class ratio requirements are the same for virtual and in-person classes. One certified facilitator for up to eight participants or two certified facilitators for up to sixteen participants. If more than sixteen participants a new class must be created.
- 2) Class duration must be 90 minutes and no administrative duties may be conducted during class time.
- 3) For providers conducting virtual classes, the following videoconference applications are strongly recommended as these have been observed to provide stable connections and user-friendly accessibility:
 - Zoom (Please note that the free Zoom account for Zoom is not appropriate for conducting a 90-minute FVIP class because it only allows 40 minute sessions. Providers using Zoom must enable the paid subscription to accommodate the class length.)
 - WebEx
 - GoTo Meetings
 - Google Meet
 - FreeConferenceCall.Com Videoconferencing
 - Adobe Connect

Any video conference platform selected for FVIP class must be able to accommodate the maximum class size and time requirement. Participants must have video enabled throughout the class; audio only is not permitted.
- 4) Participants may not have other individuals present during class. This includes the victim, spouse/significant other, children, family, friends or anyone not enrolled in the FVIP class.
- 5) Participants should be advised to minimize all distractions during class. Eating or preparing meals, smoking, drinking, driving or walking around should not be allowed during class. Participants must conduct themselves as if they are in an in-person class.
- 6) Participants must be dressed as if they were in person.
- 7) If a participant is experiencing technical difficulties after attempting to log in on time and is unable to participate, the facilitator should document the issue. The participant should not receive an absence, but also should not receive credit for that class.
- 8) If a participant is having constant technical difficulties they can be granted a 14 day leave of absence to acquire the proper technology or, if unable to participate effectively in virtual classes, should be directed to seek an in person class.
- 9) Providers may also consider offering a hybrid class where participants can join online and/or in person to accommodate those with technical issues or who are unable to be isolated during class.

- 10) If a participant tests positive for COVID-19, that participant shall be granted a medical leave of absence and can return to class once they have obtained a negative test result. If in person classes have been conducted, the provider must notify all other participants and the victim liaison.
- 11) If a participant has been exposed to COVID-19, they may be granted a Leave of Absence (LOA) for 14 days or as long as medically necessary.
- 12) If a participant does not want to participate in virtual classes and the program is not offering in-person classes, the participant must seek out a program that offers in-person classes and transfer. If assistance is needed to locate a class, please refer the participant to www.gcfv.ga.gov or contact us at 404-657-3412.
- 13) Before resuming in-person classes, providers must review the DCS Guidelines for In-Person Groups and CDC guidelines for sanitation measures for in-person classes <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- 14) Providers are strongly encouraged to require participants to wear masks.